


Williamson County, TN

Step by Step Process to Approval of
Subsurface Sewage Disposal System Projects.

Step 1 - Soil Scientist



 Once you have hired your soil scientist, they will perform an onsite evaluation to determine if you have soils suitable for septic.

 You will receive a report stating the findings of the preliminary soil evaluation. Provide the preliminary report to your Land Surveyor.

***See link on our page to Williamson County professional soil scientist list
***Contact us for recommendations*

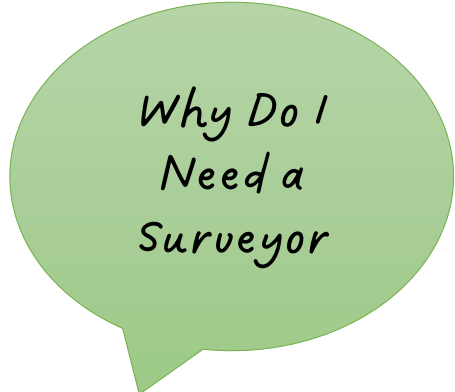
Step 2 - Land Surveyor

Request a Quote

- Visit our homepage to get started on your project.
- Please allow up to 2-5 business days to receive quote.

Getting on the Schedule

- Once you've received your quote, signed and returned. We will get you on the schedule within a specified timeframe.
- Depending on our current workload it typically takes 4-8 weeks from receiving your signed quote to get started.



Why Do I
Need a
Surveyor

Step 3 – The Field Work....

- To get the process started we first need to perform a Boundary Survey. This process consist of a series of task to identify, locate, and establish the boundary corners and lines of the property.
 - Why is a Boundary Survey needed?
 - The property's boundary is the foundation of the map. The map that is being created will become your official plan for how and where your septic will be installed. The map will be recorded with the Register of Deeds Office, and it is important to have accurate and reliable information pertaining to the boundary shown on your plan.
- While we are performing the boundary survey, we will also locate all existing site improvements such as houses, barns, sheds, pools, walkways, fences, utilities, etc. It is important to illustrate where items are located on your property relative to the boundaries. (These items are also required by the sewage department to be shown on the map for final approval).
- Topographic survey of the preliminary septic areas will need to be completed to accurately depict the slope of the land. This information is used by the soil scientist in the soil mapping phase and is required by the sewage dept. for final approval.
- Step 3 of the process could take up to 1-3 weeks to complete depending on the size of the property, slope of the land, number of existing improvements and weather delays.

Step 4 – Grid Staking

- In completion of the initial field work phase (step 3), the land surveyor will install wooden stakes in the ground in a 50-foot grid pattern. These stakes will be used by your soil scientist as reference points in the soil mapping phase (step 6).
- The area(s) delineated in the field by your soil scientist and depicted on your preliminary report is the area(s) where the grid stakes will be placed.
- These areas will need to be cleared, mowed of any tall grass, underbrush, fallen trees, etc. to have clear site of the natural ground. Clearing can be done with a bush hog, mower, by hand, or using a forestry mulcher (with rubber tracks).
- Mowing and Clearing of these areas will need to be maintained at least through step 7.
- Installing the grid stakes typically will take place during the same timeframe as the field work is being performed. Depending on the size of the grid being installed this typically can be completed within a couple of days.
- Please notify your surveyor if you have livestock or horses in the areas of the grid stakes!!!

Step 5 – Soil Map

- After all field work is completed and grid stakes are installed. Your land surveyor will prepare a soil map drawing illustrating the boundaries, site improvements, utilities, and grid.
- The soil map drawing will be provided to the soil scientist by your surveyor via email and hard copies delivered.
- Once you have been notified via email that the soil scientist has received the soil map. That is your cue to get back in contact with your soil scientist to get on their schedule for the soil mapping phase (step 6).
- Creating your soil map could take up to 2-4 weeks to complete depending on the surveyor's current workload.

Step 6 – Back to your Soil Scientist

The Soil Mapping Phase...

- During the soil mapping phase, your soil scientist will make another site visit and take samples of the soil at the grid stakes.
- Using the soil map and their observations during sampling, your soil scientist will create a map of the soils and make recommendations for how the soil can be used for septic.
- At this stage it is very important that the grid is still intact, and no stakes are missing or disturbed. It may be several weeks between the installation of the grid stakes and when your soil scientist arrives for mapping.
- Also, it is important that the grid area(s) are freshly mowed and cleared of any brush, tall grass, or debris.
- Disturbance of grid stakes and the lack of mowing can cause delays in the process moving forward.

Step 7 - Approved Soil Map

- Once your soil scientist is completed with the soil mapping, they will submit a completed soil map to the Williamson County Sewage Department for review.
- A Williamson County employee from the Sewage Department will come out to the property to review the soil map and make any necessary comments.
- Your soil scientist will address any comments or open issues until the soil map is approved by the Sewage Department.
- Once the soil map is officially approved, your surveyor will be notified via email with an approved copy of the soil map.
- At this point, your soil scientist has completed his services. Be sure to settle any open invoices you receive from your soil scientist!!
- Next.... The platting phase!!

Seventh Inning Stretch....

Frequently Asked Question (FAQ) at this stage of the process:

1. Do I need to keep the grid stakes?

Yes and No. It's always a good recommendation to keep the grid stakes just incase anything comes up and the county need them. Now, if they magically disappear and you are tired of mowing around them. They are not mandatory and if needed can be replaced.

Step 8 - SSDS Location Map or Plat

- Williamson County Sewage Dept. requires a septic survey map called a Subsurface Sewage Disposal System Location Map (SSDS LM) be prepared, stamped, and recorded by a licensed surveyor prior to issuance of a building permit for a tract of land.
- The SSDS LM will become the official plan for how and where your septic system(s) will be installed.
- During the process of preparing the location map, your land surveyor will work with you to ensure the septic area(s) being designed are accommodating immediate and future intent of your property.
- Your surveyor will go over specific details pertaining to how much useable soil is available and what that means for home sizing, home locations, and additional structures.
- Your surveyor will offer consulting and answer any questions pertaining to the project goals versus county rules and regulations.
- During step 8, it is ok if you do not have completed house plans or a definitive plan for construction. Your surveyor can get you setup and moving forward in the right direction.

Important Documents Needed.....

- Prior to Step 9 there are some important documents needed from the property owner.
 - Right of Entry Form
 - Floor Plan Sketches of all Existing Structures on the Property.
 - This does not have to be architecturally prepared. Can be done with pen and paper.
 - Must clearly show bedrooms, secondary rooms, bathrooms, kitchen, etc.
 - Letter of Intent.
 - This is a brief summary of what your intent is with the property. For example, we are seeking to establish septic areas for our future residence.
 - This will be prepared by your surveyor and sent over for your signature.
 - In preparation this detailed information can be provided to the surveyor at any time.

**You can find a link to these forms or examples on our webpage.

Step 9 – 1st Submittal

- Once your surveyor has your map and design completed. The surveyor is ready to make their submittal to Williamson County Sewage Department.
 - After submittal is made this is usually the most time-consuming portion of the process. Typically, the sewage department runs on a 4-6 month turn around timeframe.
 - Please be patient during this time as calling the sewage department to release your frustration does not make your project go faster. In fact, may have the opposite affect!
 - Once the Sewage Department reviews your project, they will issue a set of comments to your surveyor that will need to be addressed prior to Step 10....
 - Comments are generally very minor and can be addressed by your survey. In some cases, additional work is required such as a "Lateral Line Design". In which a licensed engineer will need to be hired to complete this work if requested in the comments. Other outside consulting may be required such as a rock study, utility locate, or cemetery delineation.
- * See our webpage for a link to Williamson County Project Submittal Fees

Step 10 – 2nd Submittal

- After first round of comments have been addressed and corrected, your surveyor is ready to obtain signatures and resubmit for final approval.
- The sewage department's turn around time on 2nd submittals varies. Depending on their current workload, and the nature of the comments, turn around times could be anywhere from 1 week to 3 months.
- If some items are still subject to county interpretation during 2nd submittal review. Additional comments will be issued, and a 3rd submittal may be required.
- During step 10 of the process, you are very close to final approval. You should have majority of your questions and concerns answered.
- If you are in the process of selling and scheduling closings this is a good point to start those conversations.

Step 11 – Final Approval

- Once you receive final approval the county sewage department will notify your surveyor that the map is ready for recording.
- Your surveyor will go to the county building and record the map with the Register of Deeds Office.
- Recorded copies are available once the document is loaded into the county system. You can view and save a digital copy of the map. If you need hard copies notify your surveyor prior to recording.
- This is the end of the project for your surveyor.

APPROVED

Step 12 - Septic Area Fencing

- If your surveyor hasn't already staked the septic areas as shown on your approved, recorded map. This is the time they should do so!!
- Once your surveyor has installed the wooden stakes in the field outlining the septic areas. It is the landowner's responsibility to have the areas fenced to ensure the areas are protected.
- Orange mesh fencing or the black silt fencing are recommended. These materials can be purchased at your local box stores, (Home Depot or Lowes).
- Fencing the septic areas is required by Williamson County Sewage Department prior to the issuance of a building permit.



Timeline Breakdown

- Step 1: Allow a minimum 2 weeks, depending on Soil Scientist
- Step 2: Allow up to 2-3 months depending on Surveyor's Workload
- Step 3: Allow up to 1-3 weeks
- Step 4: 1-2 days
- Step 5: Allow 2-4 weeks
- Step 6: Allow a minimum 4 weeks, depending on Soil Scientist
- Step 7: Allow a minimum 4 weeks, depending on Soil Scientist
- Step 8: Allow a minimum 2-3 weeks
- Step 9: Allow a minimum 4-6 months
- Step 10: Allow a minimum 3 months
- Step 11: 1-2 days

Est. Total Time: Allow 12-14 months from Steps 3 - 11

Post Approval Information & Recommendations

- After your surveyor is finished and you have your recorded septic map. There may be additional items needed throughout the permitting phase, such as:
 - System Design – Completed by a licensed engineer.
 - Hiring a contractor, builder, or architect.
 - When dealing with architects, they may request additional topographic survey items to be completed. Typically, your surveyor has not performed this level of detail as that is not required for the approval of the septic map.
 - If additional survey services is needed. Consult with you surveyor for pricing and timeframes.
 - Site plans – Consult with your surveyor if additional site plans are needed for building permits.
 - Property Description (Meets & Bounds) – Consult with your surveyor if a new legal description is needed. This may be necessary if you are selling land, subdividing, etc.